



GEORGIA BUREAU OF INVESTIGATION
JOB VACANCY NOTIFICATION #15-006

POSTED: August 21, 2014

DEADLINE: August 29, 2014

JOB TITLE: Confidential Secretary / TS: Office Admin Generalist (AL)

JOB CODE: 60189

PAY GRADE: 14

POSITION NUMBER: 00153200

LOCATION: Division of Forensic Sciences (DOFS) / Command Staff
Decatur, Georgia

SALARY RANGE: \$27,249/yr. - \$38,000/yr.

DUTIES AND RESPONSIBILITIES:

Provides advanced technical-level support and office administration for the Division of Forensic Science (DOFS) Command Staff in the assigned functions or program areas (examples include proposed legislation, eligibility, division or department administration, etc.). Represents DOFS and provides information and assistance to internal and external customers, resolves issues and prepares research data. May serve as a lead worker.

MINIMUM QUALIFICATIONS:

Bachelor's degree **AND** one year of work related experience

OR

Four years of work related experience

PREFERRED QUALIFICATIONS:

Preference will be given to applicants that, in addition to meeting the minimum qualifications, possess one or more of the following:

- Experience in providing advanced level administrative support for multiple levels of management
- Bachelor's Degree in a related area
- Proficient in MS Office to include: Word, Excel, PowerPoint

VACANCY OPEN TO GBI EMPLOYEES ONLY

TO APPLY:

APPLICANTS MUST SUBMIT (2) STATE OF GEORGIA APPLICATIONS TO:

**Georgia Bureau of Investigation
Attn: Office of Human Resources
P. O. Box 370808
Decatur, GA 30037-0808**

Applications may be obtained by clicking the following link: [GBI State Application](#)

- ❖ The Job Vacancy Number, located at the top of this announcement, along with Job Title and Job Code must be listed on applications for this vacancy.
- ❖ Applications should be filled out carefully and completely. **Applications will not be considered that have "see attached" in lieu of completing the work history and job information on the application.**
- ❖ **Foreign Education:** Applicants who have completed part or all of their education outside the U.S. must have their foreign education evaluated by an accredited organization to ensure that the foreign education is equivalent to education received in accredited educational institutions in the U.S. **This evaluation must be a course-by-course evaluation that includes each completed course/subject and the U.S. credit equivalent. Applicants must submit (2) copies of the credential evaluations to the address noted above by the deadline.** For a listing of services that can perform this evaluation, see the National Association of Credential Evaluation Services website at <http://www.naces.org/members.htm>.
- ❖ Due to the volume of applications we receive, we are unable to provide information on application status by phone or by e-mail. Applicants who are selected for an interview will be contacted to arrange an appointment. Applicants who are not selected for an interview will not receive notification.
- ❖ The GBI reserves the right to close this job announcement once a qualified applicant pool has been identified.
- ❖ Employment for the selected candidate(s) is contingent upon the successful completion of a GBI background investigation including criminal, credit and driver's history checks, polygraph examination, fingerprinting and drug screening.
- ❖ Click the following link for a list of [GBI Employment Disqualifiers](#).

All applications must be received in the GBI Office of Human Resources by close of business on the deadline date posted on this job vacancy announcement

THE GBI IS AN EQUAL OPPORTUNITY EMPLOYER